

Handwritten forms will NOT be accepted. Print form and sign before mailing to:

KANSAS STATE BOARD OF TECHNICAL PROFESSIONS

900 SW Jackson Street, Suite 507, Topeka, KS 66612

www.ksbtp.ks.gov

785-296-3053

PROFESSIONAL ENGINEER APPLICATION FOR LICENSURE BY EXAM

INSTRUCTIONS: Applicants should read all statutes, rules and regulations, available on the web page, regarding requirements.

- Application is to determine eligibility for exam and licensure for the Professional Engineering Exam. **DO NOT** register with NCEES until you receive your approval letter from KSBTP.
- Exam Results: Exam results are reported to HOME MAILING ADDRESS provided. Check the KSBTP web site for the date on which exam scores were mailed.

A COMPLETE APPLICATION WILL INCLUDE THE FOLLOWING:

- 1. APPLICATION FORM** – Print completed form, sign, date and mail all information to KSBTP. File must be complete no later than January 15 to be considered for the April exam and no later than June 15 for the October exam. File will NOT be considered complete for board review until all required documentation has been received. Pending applications are kept on file for one year.
- 2. FEE – \$60** application/licensure fee is required with this form. Make check payable to KSBTP. This fee will take your license to your first renewal date.
- 3. TRANSCRIPTS** – Applicants must be a graduate of a baccalaureate engineering program accredited by the Engineering Accreditation Commission of ABET (EAC/ABET), or equivalent as determined by the Board. Technology degrees are not accepted by the Board. Official transcripts are required for all educational credit claimed. Send an "official" transcript or have the school send a transcript directly to KSBTP. Foreign baccalaureate engineering degrees must be evaluated by NCEES. (See Special Instructions listed below.)
- 4. ENGINEERING EXPERIENCE** – At least four years of engineering work experience must be performed under the direct supervision of a licensed professional engineer. K.A.R. 66-10-9(b)(2) states "except that direct supervision of a licensed professional engineer shall not be required of the employees of any person, firm, or corporation not offering services in the technical professions to the public, . . ." K.A.R. 66-10-9(b)(3) requires at least 2 years of work experience shall have been in the United States. Experience counts from the first engagement after the Baccalaureate degree was conferred. Applicant must have completed all required engineering experience before applying for the PE EXAM as per K.A.R. 66-8-3.
- 5. PROFESSIONAL REFERENCES** – Each engineering engagement must be verified by your immediate supervisor to obtain credit, even if your experience is exempt from the direct supervision of a licensed engineer. Applicant is required to have a minimum of three licensed professional engineers as references. K.A.R. 66-10-9(d) requires that these professional engineers be licensed in the United States. Send a copy of the completed professional experience record with reference form instructions (Page 5) to the three references. Professional reference forms must be returned directly to the board office from the person supplying the information. Relatives may not serve as references. The Reference Forms may be 'handwritten'.
- 6. VERIFICATION OF EXAM** – If you took the FE Exam in a state other than Kansas you must request verification of that exam to be sent to the Kansas Board using the NCEES electronic verification process. Go to <https://verify.ncees.org/boards/1022>. Fill in the requested information and submit. Once the process has been completed and the Kansas Board has been sent your verification, you will receive an email notice. If the State Board you are requesting verification from is not listed on the NCEES form, contact that Board for instructions.

HANDWRITTEN OR INCOMPLETE applications will be returned. **Applicant will be notified of Board action.** Keep a copy of this application for your records.

SPECIAL INSTRUCTIONS FOR APPLICANTS WITH BACCALAUREATE ENGINEERING DEGREES FROM OUTSIDE THE UNITED STATES:

Any applicant with a baccalaureate engineering degree from outside the United States must have that degree evaluated by NCEES before educational credit may be considered by the board. According to K.A.R. 66-9-4, a college or university program that is adequate in its preparation of students for the practice of engineering means a baccalaureate engineering curriculum accredited by the Engineering Accreditation Commission of ABET (EAC/ABET). Any other engineering curriculum which has not been accredited by EAC/ABET but has been evaluated and found to be of an equivalent standard, may be reviewed and accepted by the board.

NCEES CREDENTIALS EVALUATIONS **Request a report be sent to KSBTP.

Website: www.ncees.org

Phone: 1-800-250-3196 or (864)-654-6824

NOTE: All questions regarding the evaluation of your degree should be directed to NCEES.

- The Board will make the final determination of the educational requirement per K.A.R. 66-9-4.
- Send degree materials as soon as possible as a thorough evaluation of educational credentials may take several months.

OFFICE USE ONLY:

FILE #: _____ FEE: _____ DATE: _____

KANSAS STATE BOARD OF TECHNICAL PROFESSIONS – PROFESSIONAL ENGINEERING EXAM

I. GENERAL INFORMATION

APPLICANT NAME: _____ Maiden Name: _____
(First/Middle/Last)

Social Security #: _____ Date of Birth: _____ Send official mail to: Home Business

HOME MAILING ADDRESS: _____
(Exam results mailed to this address.) ADDRESS CITY STATE ZIP

Business Name: _____

Business Mailing Address: _____

(City/State/Zip)

Phone Number: _____ Ext. _____ E-mail address: _____

II. CITIZENSHIP: Are you a U.S. Citizen? **Yes :** Birth or Naturalized? **No**
(If not a U.S. Citizen, please attach a recent photograph or other documentation that identifies you AND a copy of your alien registration.)

III. EDUCATION: Official transcripts are: Enclosed School will send
(Transcripts submitted by internet or FAX are NOT acceptable.)

Name and Location of Institution	Dates Attended	Date Graduated	Degree Received (i.e. BS Civil Engineering)

IV. EXAM HISTORY: List all Engineering exams previously taken. As per K.A.R. 66-8-6, “any applicant for a license . . . who fails an examination on the first attempt may take the examination two additional times . . .”

Type of Certificate or Examination	Original State	Date of Exam	NCEES Exam (Yes/No)	PASS or FAIL	License or Certificate Number	Date License Issued
Fundamentals of Engineering Exam						
Professional Engineering Exam						

V. SIGNATURE: Have you ever been convicted of a felony? YES NO (If YES, explain-use separate sheet if necessary.) _____

I HEREBY CERTIFY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT.

SIGNATURE

DATE

(It is YOUR responsibility to keep a copy of this form.)

APPLICANT NAME: _____

PROFESSIONAL EXPERIENCE RECORD

Important: Read all instructions in this section before completing experience record.

1. In chronological order beginning with date baccalaureate degree was conferred, enter month and year of all engagements, (engineering, non-engineering and times of unemployment). The letter (a) designates the first engagement. Letter subsequent engagements consecutively with (b), (c), etc. Engagements can be divided by company, by job title or time of unemployment. Do not leave any time gaps from graduation to the present.

2. In column 3, state the title of your position, and the name and address of your employer. If you have been employed by more than one employer, each is considered a separate engagement. Engineering engagements must be explained in detail **giving at least two specific project examples**. Non engineering or unemployment entries need only a brief explanation of activities during those times. No references are needed for non engineering engagements.

3. Using *years* and *months*, enter total time spent on engagement (or time of unemployment) in Column 4. Enter the portion of your time spent in activity other than engineering in Column 5 (Non-Engineering). Enter the portion of your time spent in engineering in Column 6 (Engineering). Columns 5 and 6 should equal Column 4. **Enter totals on last page only. Use more pages if needed.**

4. In column 7, enter the name and professional license number of the individual who will verify each engagement. Send reference forms (Pages 6 and 7) and a copy of the Professional Experience Record to each individual listed in this column. Each engineering engagement must be verified to obtain credit. Applicant is required to have a minimum of three licensed professional engineers as references even if experience is exempt from the direct supervision of a licensed engineer. If the supervisor is not licensed, additional references from licensed engineers are required. NOTE: Any engineering work performed after May 1, 1988, must be under the direct supervision of a licensed professional engineer, except that direct supervision of a licensed professional engineer is not required of the employees of any person, firm, or corporation not offering services in the technical professions to the public, K.A.R. 66-10-9(b)(2).

(1) From MM/YY	(2) To MM/YY	(3) Experience Engagements/Time Gap Explanations	(4) Total Time YR/MO	(5) Non- Eng. YR/MO	(6) Eng. YR/MO	(7) Professional Reference Familiar with Engineering Engagement
06/01	12/02	(a) SAMPLE – XYZ Engineering 900 SW Jackson Topeka KS 66612 Project 1: (PROJECT NAME/LOCATION) Intern Engineer for design, procurement, construction and operation of Hot Gas Decontamination System for decontamination of equipment and structures contaminated with chemical agent. The process uses thermal desorption and thermal destruction to decontaminate facilities. Project 2: (PROJECT NAME/LOCATION) Intern engineer for design and performance specification for hazardous groundwater treatment plan to treat contaminated groundwater removed from monitoring wells at facilities.	1y/6m	0	1y/6m	Jane Doe, PE KS License #20001 SAMPLE
-----	-----	----- (Begin with date Baccalaureate degree was conferred. Leave no gaps.)	-----	-----	-----	-----
(PAGE TOTALS IF APPLICABLE)						

(Y/M)	(Y/M)	(Y/M)
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APPLICANT NAME: _____

KANSAS STATE BOARD OF TECHNICAL PROFESSIONS
900 SW JACKSON, SUITE 507
TOPEKA KS 66612
785-296-3053 **www.ksbtp.ks.gov**

NOTICE OF REFERENCE REQUEST

APPLICANT INFORMATION: (To be completed by APPLICANT)

1. APPLICANT NAME: _____

2. Date for form to reach KSBTP: _____

Reference Name: _____

Reference Address: _____

To the Reference: Any engineering experience credit requested after May 1, 1988 for an exam applicant, must be performed under the direct supervision of a licensed Professional Engineer, unless that work is exempt from this requirement as defined in K.A.R. 66-10-9(b)(2). The applicant listed above has given your name as a supervisor for or one who is intimately acquainted with one or more experience engagements listed in the experience record form accompanying this reference form. This Board is required by law to obtain evidence of the technical ability of applicants for licensure. Statements by responsible individuals with personal knowledge of the applicant's qualifications will be considered as evidence. Additional information may be attached. The Reference Form may be 'handwritten'. Please write legibly.

The Board would like to emphasize that evidence submitted on this form must not be perfunctory nor made for the mere purpose of aiding the applicant to be licensed. The execution of this statement will be accepted by the Board as a deliberate act made with full knowledge of the responsibility to protect the public health, safety and welfare. It should be borne in mind that the applicant is not being considered for membership in an organization but for licensure as a professional engineer in Kansas.

Since the Board cannot process this application until receipt of this reference, a prompt reply will expedite the handling of the application. **Your professional seal is required on this form. If you have no seal, please send a copy of your license, pocket card, or online verification.**

THIS INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE.

The **REFERENCE FORM FOR EXPERIENCE VERIFICATION** (which should be enclosed with this Notice) is to be returned directly to the board office at:

KANSAS STATE BOARD OF TECHNICAL PROFESSIONS
900 SW JACKSON, SUITE 507
TOPEKA, KS 66612

Jean Boline, KSBTP Executive Director

KANSAS STATE BOARD OF TECHNICAL PROFESSIONS
REFERENCE FORM FOR EXPERIENCE VERIFICATION

APPLICANT NAME: _____

REFERENCE INFORMATION:

1. Are you a licensed/registered professional engineer? _____ State _____ License No. _____
2. During what years did you know the applicant well? _____
3. Job relationship? Supervisor _____ Fellow employee _____ Other _____
4. Are you related to the applicant? _____
5. Briefly state your opinion of the applicant's capabilities in engineering. _____
6. Please read the enclosed experience record form from the applicant. Indicate at the head of each of the following columns, the engagements (a, b, c, etc. from applicant's experience form) with which you are familiar and provide information in each respective column. Answer the following questions. Use 'n/a' if not applicable.

ENGAGEMENT:	()	()	()	()
A. Is engagement accurately described by applicant?				
B. Was the applicant working under your direct supervision for the work performed? (If answer is 'YES', complete C through H. If answer is 'NO', proceed to question #7.)				
C. If work was performed after May 1, 1988,				
1) Was there a pre-job design conference w/ supervisor & Intern?				
2) A job/design review?				
3) A timely job/design interaction?				
4) And a post-job/design review?				
D. Did applicant have major responsibility?				
E. Did applicant receive close, moderate, or occasional supervision?				
F. Number of persons whose work the applicant directed.				
G. Percent of time spent in design or supervising other designers.				
H. Percent of time spent inspecting or supervising construction work.				

7. In your opinion, did the experience that you are verifying meet the requirement of K.A.R. 66-10-9 (a) which states that the work experience shall expose the applicant to all phases of work integral to the discipline of engineering in which the applicant claims qualification to practice?

_____ Yes _____ No (If "No" please explain.) _____

I HEREBY CERTIFY THE ABOVE INFORMATION IS TRUE AND CORRECT.

REFERENCE NAME: _____ PHONE: _____

TITLE: _____ E-MAIL: _____

COMPANY NAME: _____

SIGNATURE

DATE

PROFESSIONAL
 SEAL

SIGN & DATE

KSBTP REFERENCE SUMMARY FORM**APPLICANT NAME:** _____

Please list the name and license number of the supervisor that will be verifying each engagement:

ENGAGEMENT	NAME OF SUPERVISOR	PROFESSIONAL LICENSE NUMBER

NOTE: Supervisor must be licensed in order to receive credit for any experience after May 1, 1988. If supervisor is not licensed, exemption from direct supervision of licensed engineer form on following page must be submitted.

LIST OTHER REFERENCES WHO ARE LICENSED**(ONLY IF YOU HAVE NOT LISTED A MINIMUM OF 3 LICENSED PE SUPERVISORS ABOVE)**

NAME	LICENSE NUMBER
1.	
2.	
3.	

PLEASE RETURN THIS FORM WITH YOUR APPLICATION

KANSAS STATE BOARD OF TECHNICAL PROFESSIONS

The **Kansas State Board of Technical Professions** is utilizing the following guidelines as they pertain to K.A.R. 66-10-9(b)(2), which states that engineering work shall be directly supervised and verified by a licensed professional engineer for work performed after May 1, 1988, except that direct supervision of a licensed professional engineer is not required of the employees of any person, firm or corporation not offering services in the technical professions to the public, although verification by the applicant's supervisor is still required.

GUIDELINES FOR DIRECT SUPERVISION

It is the position of the Kansas State Board of Technical Professions that the phrase "direct supervision" shall mean that there are clear indications of phased interaction between the professional acting as the supervisor and the I.E. (Intern Engineer). Such interaction should include: (1) a pre-job/design conference, (2) a job/design review, (3) timely job/design interaction, and (4) a post-job/design review.

While this phased interaction is not required to transpire in the same geographic location; at a minimum, the supervising professional shall review the job/design site to determine the applicability of the I.E.'s approval.

In the event that direct supervision is not available within the firm/organization, the Kansas State Board of Technical Professions may allow the job/design supervision to occur outside of the firm/organization, with a licensed P.E. of the appropriate discipline, providing the above requirements are met.

REQUEST FOR EXEMPTION FROM DIRECT SUPERVISION OF LICENSED ENGINEER

APPLICANT NAME: _____ **ENGAGEMENT:** _____

COMPANY NAME FOR THIS ENGAGEMENT: _____

EXPLANATION OF EXEMPTION FROM THE DIRECT SUPERVISION REQUIREMENT: